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1 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
1 March 1974**

1. PERSIGN: The following tasks necessary for the completion of Phase I of PERSIGN were performed:

a. The specifications for conversion of the Master PERCON file (contract employees) were completed and turned over to OJCS.

b. Work was begun on the coding of the salary dictionaries to be used by PERSIGN and PERSTEP. This is the largest of the 21 dictionaries that must be created, with more than 30 different salary schedules used for employees of this Agency.

2. Summer Interns: Of the 200 Summer Intern applicants, 128 have been rejected and 47 have been accepted. Of these, 22 are in process. Twenty-five are pending, and of these 18 are waiting the results of translation tests.

3. Recruitment -- Public Relations: In response to a letter to the Director from the Faculty Director of the Business Club at Lewistown, Pennsylvania High School, Recruitment Division has arranged to have some 35 students and faculty advisors visit Ames Building on 5 April for a general briefing on the Agency and its employment opportunities.

4. Obscene Phone Calls: Our [REDACTED] clerical recruiter reports the resumption of an irritating situation. A Veterans' Administration employee who works in the same building and is apparently mentally disturbed places calls to our [REDACTED] recruiting office during the evening hours and delivers vile, intoxicated, obscene diatribes against the world. He continues until the tape in our recording device is exhausted. Legitimate after-hours callers have complained that they get only busy signals. This problem began several months ago and the recruiter turned it over to the [REDACTED] security office. They discussed the problem with the man's supervisors at the V.A. Apparently, the

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25X1A V.A. is reluctant to do anything that might disturb the man further. An immediate remedy was to shut off the recorder during evening hours. Now, several months later, we have put the recorder back on and the man is back on the line. Legitimate callers (usually between 5:00 and 7:00 p.m.) are again being denied access. It is our understanding that the [REDACTED] security office has referred this difficult problem to Headquarters.

25X1A 5. Minority Upward Mobility Applicants: With regard to Upward Mobility Applicants, Recruiter [REDACTED] visited Cordoza High School in Washington yesterday, tested 12 applicants and is returning today and Monday for interviews and to assist the applicants in preparing Personal History Statements.

6. Annuitants: The semi-annual report on rehired retired annuitants has been completed and submitted to the Secretary, CIA Management Committee. The number of rehired annuitants on board as of 31 December 1973 was 154, a reduction of nine from the previous report.

7. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Management and Services:

25X1A [REDACTED] -- Office of Security -- Independent Contractor -- 10-month extension.

25X1A [REDACTED] -- Office of Training -- Independent Contractor -- five-day contract.

Also, the following rehired annuitant was terminated:

25X1A [REDACTED] -- Office of Security -- Independent Contractor -- [REDACTED]

25X1A 8. External Employment Assistance: Acting upon advance information from NPIC that approximately a dozen printers and bindery workers were to be terminated by 30 June, External Employment Assistance Branch moved ahead to research for possible employment areas elsewhere in the Government. A detailed study, including numerous personal contacts, was made. EEAB now has a pretty good idea where possibilities for jobs exist and has already interested some prospective employers in our "clients."

9. Position Management:

a. The supergrade survey continued with descriptions being developed in all Directorates. Job descriptions for current and proposed supergrade and SPS positions for all

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of DDS&T are almost complete and will be forwarded to PMCD shortly.

b. The initial draft of the Office of Medical Services survey report has been completed and reviewed. A number of suggested changes are being incorporated.

10. APP: We have prepared visual aids with accompanying notations for the briefing on APP which the Director has scheduled for presentation in the auditorium on 4 March 1974.

11. Summer Only's (For the Record): The summer-only ranking list has been compiled. The Office of Security has been requested to clear 260 applicants. (We are asking for more clearances than we have positions because of the drop-out factor.) Cover and Commercial Staff has a copy of the list and is verifying the cover factor. Correspondence Branch should have letters en route to the applicants by next week.

12. Travel Processing: Mr. Howard Grad, representative of Fidelity Storage Company, visited the Agency to discuss how Fidelity Storage might be able to better serve Agency travelers.

13. Educational Aid Fund: One-hundred eighty application forms for aid under the EAF program have been sent out.

14. Insurance Visit: The Chief and Deputy Chief, Insurance Branch visited the home office of Mutual of Omaha for two days to discuss GEHA business.

Coming Events

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1. On 13 March, under sponsorship of the placement office, [REDACTED] recruiter, will address a cross-section of the student body at Dillard University in New Orleans regarding career opportunities with the Agency.

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2. The annual EAA meeting will be held on 20 March in the auditorium.

3. [REDACTED] our Coordinator for Cooperative Programs, has been invited to two more minority campuses -- Bennett College in Greensboro and North Carolina Central in Durham. He will do this on 3 April after being a co-moderator of two panels at the Annual Southeastern Regional Cooperative Education Conference in Raleigh.

CONFIDENTIAL
3

4. Begin coordination of the revised Insurance Handbook, proofs of which are anticipated next week.

5. Complete the salary tables for the [REDACTED] and start 25X1A on other dictionaries required.

6. Finalize proposed regulation changes to implement PASG recommendations.

F. W. M. Janney
Director of Personnel

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4
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